

SAMPLE – Hermosa Beach FY 97/98 Work Program

**CITY OF HERMOSA BEACH
WORK PROGRAM FOR COMPLETING THE LOCAL COASTAL PROGRAM**

Coastal Planning Issues

The completion of implementing regulations (Zoning Ordinance Amendments) is necessary for consistency and to implement the City's Coastal Commission certified Land Use Plan adopted 1981, as amended. To comply with the Coastal Act the regulations must include appropriate laws and procedures for the City to issue Coastal Development Permits under the authority of the Coastal Act.

In addition to carrying out the City's responsibility under terms of the Coastal Act to complete its Local Coastal Program, establishing a permit program will also reduce the burden on the Coastal Commission to process an review individual development projects within the City.

Work Program

Task 1. Preliminary Research, Scoping and Selection of Consultant -

Objectives:

- Determine the significant issues, necessary procedural changes and other elements necessary to complete the Zoning and Permitting program to conform with the Coastal Act.
- Based on this research prepare a detailed scope of work.
- Issue a Request For Proposals that includes a detailed scope of work.
- Select the most qualified consultant based on review of proposals and interview.

Work Organization:

- 1.1 City staff will research the City's current L.U.P. and zoning laws as they relate to Coastal Act laws and procedures, and any changes in City laws and policies that may need to be included in an updated L.U.P.
- 1.2 Based on the above research, city staff, will prepare a more detailed scope of work to be released in conjunction with and RFP. The RFP will be distributed to qualified Planning Consultants
- 1.3 City staff will interview and make consultant selection.

Task 2. Review of Existing Plans, Policies, and Regulations -

Objectives:

- To thoroughly review and examine existing policies and regulations of the City.
- To compare the City's policies and regulations to those set forth in the Coastal Act, identifying areas for new or amended policies and new or amended regulations.

Work Organization:

- 2.1 Consultant will examine the text of the Coastal LUP, including an analysis for potential amendments and updates based on the Coastal Act and any changes in the City General

Plan Maps and/or Zoning Maps and Ordinances that have occurred since adoption of the L.U.P.

- 2.2 Consultant will examine the format and substantive content of the City's existing ordinances that regulate development in the Coastal Zone.
- 2.3 Consultant will examine the L.U.P. and City's ordinances for consistency and compliance with requirements of the Coastal Act and Coastal Commission Administrative Regulations, identifying the major changes that will be necessary to achieve compliance with the Coastal Act.

Task 3. Develop Approach, Prepare Summary Report.

Objective:

- Provide a complete status report of what the City has implemented to date and what needs to be implemented to comply with the Coastal Act.
- Develop a detailed approach of necessary steps to complete the Local Coastal Program to achieve certification and coastal development permit authority, including any needed updates/changes to City Land Use and Zoning Maps.
- Summarize the approach a form that is easy to use and understand for staff, elected officials and the public.

Work Organization:

- 3.1 Consultant will draft a status report, develop the approach, and prepare a draft summary report for review by the City. The type of new or revised regulations that are needed will be described in sufficient detail to enable City Staff to understand and evaluate the proposed program. The consultant will clearly indicate how the new regulations will fit into the process of development review and permitting to ensure an effective and efficient process.
- 3.2 City Staff will review the draft, and meet with consultant to discuss outstanding issues, necessary revisions, clarifications.
- 3.3 Consultant will prepare final report.

Task 4. Preparation of L.U.P. Amendments and Draft Ordinance

Objectives:

- To complete any necessary revisions to the City's Certified L.U.P. to be incorporated into a final Local Coastal Program Document.
- To complete the necessary new and amended provisions to the City Zoning Ordinance
- To inform the public on the contents of the City's Local Coastal Program including the implementing provisions

Work Organization:

- 4.1 Consultant will prepare an administrative draft of all elements of the Local Coastal Program including amendments and updates to the policies currently in the L.U.P. and Zoning Ordinance amendment provisions establishing the procedures for review and

- approval of Coastal Development Permits consistent with the Coastal Act, including description of categories of development proposed for exclusions.
- 4.2 City staff will review the draft, submitting a single marked up copy of the report documenting staff's comments.
 - 4.3 Consultant will edit the draft to reflect staff's comments, to be incorporated into a public review draft to be suitable for distribution to the Planning Commission and City Council. Final public review draft will encompass all needed elements of the Local Coastal Program, including recommended permitting procedures.
 - 4.4 Consultant will prepare a public information document, setting forth the proposal in summary form, including a matrix or comparison table highlighting prominent code changes / new code provisions, suitable for general public distribution, and as an executive summary document.

Task 5. Public Noticing and Hearings

Objectives:

- To comply with legal noticing and hearing requirements
- To fully inform the public of the proposal and receive oral testimony to be considered prior to final adoption of the Local Coastal Program

Work Organization

- 5.1 City Staff will provide notification through local newspapers, and selected mailings, and set the public hearing dates.
- 5.2 The Consultant will work with City Staff to enhance the notification beyond legal requirements, with the use of additional mailing, prominent ads, and the use of electronic media, etc.

6. Public Hearings and Adoption -

Objective:

- To obtain input from the public, the Planning Commission and City Council, and to obtain City approval.

Work Organization:

- 6.1 The City will hold the Planning Commission hearing to receive testimony, and for Commission review, consideration and recommendations on the recommendations for the Local Coastal Program, including Zoning Ordinance amendments and establishment of permitting procedures. The Consultant will attend the hearing to present recommendations.
- 6.2 The City will hold the City Council hearing to receive further testimony and for Council final review, consideration and adoption.

7. Coastal Commission Consideration and Certification -

Objectives:

- Coordinate with Coastal Commission Staff throughout the project
- To obtain the comments and final approval from the Coastal Commission.

Work Organization:

- 7.1 Hold a preliminary meeting with City Staff, the Consultant and Coastal Commission Staff prior to preparation of the final approach/summary report, present draft approach and solicit input from Coastal Staff.
- 7.2 Work with Coastal Commission staff throughout the project for input and clarification.
- 7.3 City Staff and Consultant will coordinate to submit the package of items that comprise a complete Local Coastal Program (proposed local ordinance, amendment to L.U.P. policies, any new zoning maps; and permitting procedures) for Coastal Commission consideration and approval.
- 7.4 Work with Coastal Commission staff to finalize and complete package prior to Coastal Commission hearing
- 7.5 City Staff and Consultant will attend Coastal Commission hearing
- 7.6 Consultant and City Staff will incorporate conditions of approval into final document.

Task 8. Program Initiation -

Objective:

- To efficiently train City Staff, and to incorporate new procedures, as necessary to implement the new implementing provisions of the Local Coastal Program

Work Organization:

Initiate necessary changes to procedures for processing and issuing permits within the Coastal Zone, including assigning and/or training staff, preparation/revision of informational handouts.

Projected Time Frame/Products

Task 1. Preliminary Research/select Consultant

- 1.1 Research
- 1.2 Develop detailed scope / RFP
- 1.3 Select Consultant

October - November 1998

RFP/detailed Scope - October 1
Select Consultant - November 10

2. Review Existing Work

- 2.1 Review of L.U.P
- 2.2 Review of Regulations
- 2.3 Review/Comparison with Coastal Regs

December 1998

3. Develop Approach/Summary Report

- 3.1 Draft
- 3.2 City Review
- 3.3 Final

January-February 1999

Draft document - February 1, 1999

Final Document - February 28 1999

4. Draft Ordinance / L.U.P. Amendments

- 4.1 Administrative Draft
- 4.2 City staff review
- 4.3 Public review draft
- 4.4 Public information summary document

March - May 1999

Draft Document - April 15, 1999

Final Draft LCP - May 30 1999
Final Draft Summary - May 30 1999

5. Public Noticing

- 5.1 Required Notification
- 5.2 Additional public information

May 1999

Newspaper Legal Ads - May 30, 1999
May 30, 1999

6. Public Hearings /Adoption

- 6.1 Planning Commission
- 6.2 City Council

June July 1999

Planning Commission - June 1999
City Council - July 1999

**7. Coastal Commission Coordination/
Final Review**

- 7.1 prelim. meeting with staff
- 7.2 ongoing coordination
- 7.3 prepare/package the program submittal
- 7.4 work with C.C. staff to finalize
- 7.5 Coastal Comm. Hearing
- 7.6 Incorporate conditions / final approval

**Ongoing -
August-September 1999**

Complete LCP submittal - August 15 1999

Coastal Commission Hearing - September 1999
Final LCP - September 30 1999

Budget Summary

See attached appendix for complete itemization of the personal hours and rates.

	City Staff	Consultant
1. Preliminary Research/select Consultant		
1.1 Research	\$731	
1.2 Develop detailed scope / RFP		691
1.3 Select Consultant	509	
Subtotal	1931	
2. Review Existing Work		
2.1 Review of L.U.P		\$1650
2.2 Review of Regulations		3300
2.3 Review/Comparison with Coastal Regs		1650
Subtotal		6600
3. Develop Approach/Summary Report		
3.1 Draft		2700
3.2 City Review	496	
3.3 Final		925
Subtotal	496	3625
4. Draft Ordinance / L.U.P. Amendments		
4.1 Administrative Draft		7925
4.2 City staff review	1057	
4.3 Public review draft		1340
4.4 Public information summary document		2437
Subtotal	1057	11703
5. Public Noticing		
5.1 Required Notification	301	
5.2 Additional public information	243	760
	544	760
6. Public Hearings /Adoption		
6.1 Planning Commission	334	330
6.2 City Council	334	330
Subtotal	668	660
7. Coastal Commission Coordination/ Final Review		
7.1 prelim, meeting with staff	407	330
7.2 ongoing coordination	757	825
7.3 prepare/package the program submittal	366	825
7.4 work with C.C. staff to finalize	1.83	1650
7.5 Coastal Comm. Hearing		521 660
7.6 Incorporate conditions / final approval	73	413
Subtotal	2306	4702
8. Program Initiation (City Staff	1383	
Administration and Expenses (City Misc. Copying, etc.)	1500	
Management and Coordination (5% of est. Consultant fee)		1403
TOTAL	9886	29453

GRAND TOTAL: \$39,339